



LOT LINE ADJUSTMENT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

- ☐ **City of Shoreline Lot Line Adjustment Application and Affidavit** (attached)
- ☐ **Critical Areas Worksheet (attached).** A worksheet is not required for all applications, please verify with our office. Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- ☐ **Declaration of Lot Merger (attached)**
- ☐ **Title Report(s)**
 - Less than 30 days old
 - Include Schedule B
- ☐ **Site Plans – two (2) full size copies** drawn to an engineering scale (e.g. 1" = 20').
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.
 - Location, identification and dimensions of all proposed, existing and demolished buildings and their uses. Include projections, roof overhangs, covered breezeways, streets, alleys, rockeries, retaining walls, and fences.
 - Dimensions of all property lines.
 - Building setbacks from front, side, and rear property lines.
 - Easements, current and proposed including utility, drainage, access, open space. Include the King County recording number for existing easements.
 - Location of existing and proposed driveways, parking spaces, include traffic flow and all internal walkways.

- Hardscape calculations as a percentage of the site area for each lot. Include the square footage for buildings and pavement (may include gravel and similar surfaces).

NOTE: This information may be included on the Record of Survey.

- ☐ **Record of Survey – two (2) copies**
 - Submit draft paper documents prior to printing mylar. Prior to approval one mylar prepared according to survey map requirements (WAC 332-130-050) with an approval block and declaration statement must be submitted.
 - Legal descriptions and size of the existing lots.
 - Legal descriptions and size of the new lots.
 - Description and size of the parcel(s) being transferred.
- ☐ **OTHER INFORMATION** – The following information may be required to record the adjustment with King County.
 - **Deeds Transferring Property.** When property is transferred between two or more owners, deeds transferring the property must be prepared and recorded, with the approved lot line adjustment. Deeds can be prepared by a title company, an escrow company, or a lawyer.
 - **Payment property taxes.** King County Assessor's Office requires payment of outstanding taxes prior to recording.
- ☐ **Submittal Fee:** \$448.50 (\$149.50 hourly rate, 3 hour minimum).

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

City of Shoreline applications and submittal checklists may be downloaded from our website www.shorelinewa.gov under "Popular Links" select "Permits".